



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5330.1C  
10  
20 Oct 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5330.1C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: CHECK-IN/CHECK-OUT PROCEDURES FOR PERSONNEL REPORTING TO  
NAVY RECRUITING DISTRICT NEW ORLEANS

Encl: (1) NRD New Orleans check-in sheet  
(2) NRD New Orleans check-out sheet  
(3) NRD New Orleans inter district transfer sheet

1. Purpose. To promulgate check-in/check-out procedures for personnel reporting to Navy Recruiting District (NRD) New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 5330.1B

3. Background. A structured Check-in/Check-out process will ensure each Sailor has a smooth and stress free transition. The guidelines set forth in this instruction will ensure each Sailor is given the proper time and attention to ensure all administrative and personnel requirements are met.

4. Check-In Procedure. All personnel will report to NRD New Orleans Headquarters, 400 Russell Ave., Building 192, to commence their check-in process. Check-in processing is conducted each Tuesday at 0900. The DLCPO will notify Admin Department a minimum of two weeks prior to the report no later than date the intentions of the member's report date. Recruiters are authorized to report to their recruiting station as authorized on their Ultimate Duty Assignment (UDA) letter for the purpose of ending their PCS travel/leave. In this case, the orders are required to be endorsed and forwarded to the Admin Department on the day of reporting. Additionally, a urinalysis test is required to be administered by the divisional urinalysis program coordinator for member's reporting directly to the recruiting station within 72 hours of reporting.

Note: Members desiring to take house hunting PTDY after reporting must complete the check-in process with the personnel office and the DTS coordinator prior to executing PTDY orders.

5. Check-in Process.

a. A designated sponsor will accompany each newly reporting Sailor and will remain with the Sailor throughout the check-in process. The sponsor shall ensure all following items are required to be brought to NRD Headquarters on the day of check-in: Original PCS Orders, PG-2, last three evaluations, zeroed out lodging receipts, certificate of non-availability (CNA) from Gateway Inn if commercial lodging was used, government credit card, drivers license, Cyber Awareness Challenge completion certificate (NKO) PII Certificate (NKO), and Driving for Life completion certificate (NKO).

b. Personnel checking in will be under the cognizance of the Administrative Officer (AO) until completion of their required check-in items as identified on their check-in sheet. The following check-in schedule shall be adhered to:

0900: Report to Personnel Office - receive check-in sheet  
0905: CCC/CDB Brief/Questionnaire - Provide PII and Cyber Awareness certs to SYSAD  
0915: Personnel Office - Travel Claim/Required Reading  
1000: CMC/CDB (CMC's Office)  
1100: XO  
1130: CO  
1200: Lunch  
1315: UPC/ADD Coordinator  
1330: Command Career Counselor  
1400: Supply Department (DTS Coord/Vehicle Coord/Cell Phone Coord)  
1500: SYSAD (MRI Issuance)  
1615: Training Department  
1700: Return check-in sheet to Personnel Office

## 6. Check-out Procedure.

a. Personnel detaching on PCS orders will conduct their Headquarters check-out on the Thursday prior to their approved detach date. Detaching personnel are required to contact the CO's Secretary a minimum of 2 weeks in advance to schedule/verify their check-out appointment with the CO, XO, and CMC.

b. Separating/Retiring personnel will conduct their Headquarters check-out on the Thursday prior to their approved house hunting/job hunting leave and/or their approved terminal

leave date. Separating/Retiring personnel are required to contact the CO's Secretary a minimum of 2 weeks in advance to schedule/verify their check-out appointment with the CO, XO, and CMC.

7. Check-out Process. Headquarter check-out requires that each member turn-in their MRI computer and all items issued with it. Government Cell Phone will be turned in and GOVCC will be deactivated. FITREP/EVAL will be signed during check-out at Headquarters. The following check-out schedule will be adhered to:

a. Download check-out sheet from NRD New Orleans Portal and commence check-out 5-7 days prior to arrival at HQ.

b. Headquarters Procedures (Day of Check-Out):

0900: Report to Personnel Office-Verify check-out status/sheet.  
0905: CMC  
0930: Command Career Counselor  
0945: UPC/ADD Coordinator  
1000: Supply Department (DTS Coord/Vehicle Coord/Cell Phone Coord)  
1100: SYSAD (MRI Turn-In)  
1130: Lunch  
1230: Training Department  
1300: Complete Remaining Check-Out Sheet Items  
1330: XO  
1400: CO  
1430: Award Presentation  
1500: Personnel Office (Receive Junk Jacket w/endorsed orders)  
1530: Report to CSD as directed by Personnel Office

8. Internal District Transfers/Reassignments. Personnel transferring within the district or between departments will complete enclosure (3). Upon completion enclosure (3) will be returned to the Admin and retained for record purposes.

/s/  
C. A. STOVER

Distribution List:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

NAVCRUITDISTNOLAINST 5330.1C  
20 Oct 2014

**CHECK IN SHEET**

NAME/RATE/DESG	SSN	DATE
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DAY 1

(MUST BE COMPLETE BEFORE DEPARTING HQ ON DAY 1)

COMMANDING OFFICER (CDR STOVER)	_____
EXECUTIVE OFFICER (CDR WYNTER)	_____
COMMAND MASTER CHIEF (CMC ZAWODNIAK)	_____
PLR (PS1 DIXON)	_____
ADMIN OFFICER (YNC SANDERS)	_____
ADMIN/CO SECRETARY (MS. BLACK/MS. HARKER)	_____
NASIS (ITS2 DUNN)	_____
CHIEF RECRUITER (NCCM WIELAND)	_____
URINALYSIS COORDINATOR (NCCS JOHNSON)	_____
VEHICLES (MR. CHAMBERLAIN)	_____
FACILITIES/CELL PHONE (LS1 GARLAND)	_____
SYSAD/MRI COMPUTERS (MR. SMITH)	_____
DISTRICT TRAINER (NC1 MARTIN)	_____
CCC (MM1 SWAN)	_____
DEP COORDINATOR (AZC WILLIAMS)	_____
DTS/GOVCC (LS1 GARLAND)	_____
ROPS (LT GREENAWAY)	_____
AOPS (LT SOUDER)	_____
ADDPC (LSC DARLING)	_____

Enclosure (1)

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DAY 2

NAME TAG/PLATE (OSC BOOKER/ITS2 DUNN)

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STATISTICIAN (MRS. COSENZA)

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PAO (NC1 MARTIN)

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DAPA (AMC MCDERMOTT)

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EDSPEC (DR. SIMMONS)

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CFL (NCC PULLOM/LTJG HOLMES)

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MEDICAL/DENTAL (IF LOCAL)

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\*CHECK IN SHEET IS DUE BACK TO PLR BEFORE YOU LEAVE FOR THE DAY

NAVCRUITDISTNOLAINST 5330.1C  
20 Oct 2014

**CHECK OUT SHEET**

NAME/RATE/DESG	SSN	DATE
COMMANDING OFFICER (CDR STOVER)		
EXECUTIVE OFFICER (CDR WYNTER)		
COMMAND MASTER CHIEF (CMC ZAWODNIAK)		
PLR (PS1 DIXON)		
ADMIN OFFICER (YNC SANDERS)		
ADMIN/CO SECRETARY (MS. BLACK/MS. HARKER)		
NASIS (ITS2 DUNN)		
CHIEF RECRUITER (NCCM WIELAND)		
URINALYSIS COORDINATOR (NCCS JOHNSON)		
VEHICLES (MR. CHAMBERLAIN)		
FACILITIES/CELL PHONE (LS1 GARLAND)		
SYSAD/MRI COMPUTERS (MR. SMITH)		
DISTRICT TRAINER (NC1 MARTIN)		
CCC (MM1 SWAN)		
DEP COORDINATOR (AZC WILLIAMS)		
DTS/GOVCC (LS1 GARLAND)		
ROPS (LT GREENAWAY)		
AOPS (LT SOUDER)		
STATISTICIAN (MRS. COSENZA)		
EDSPEC (DR. SIMMONS)		
CFL (NCC PULLOM/LTJG HOLMES)		
MEDICAL/DENTAL (IF LOCAL)		

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Enclosure (2)



**NAVY RECRUITING DISTRICT NEW ORLEANS**  
**400 RUSSELL AVENUE, BLDG 192, NEW ORLEANS, LA 70143**  
**INTER DISTRICT TRANSFER SHEET**



FULL NAME: \_\_\_\_\_ RATE/RANK: \_\_\_\_\_

Detaching Division/Station/Department: \_\_\_\_\_

New Division/Station/Department: \_\_\_\_\_

Member's Phone Number (W) _____ (C) _____	<b>SIGN:</b>	<b>DATE:</b>
<b>STAFF PERSONNEL</b>		
DETACHING DIVO (Department Head if Inter Departmental):		
* DETACHING DLCPO:		
* ARRIVING DIVO:		
* ARRIVING DLCPO:		
DEPT. HEAD:		
CMDCM:		
ADMIN OFFICER:		
CR:		
CCC:		
CPC:		
TRAINING:		
SYSAD:		
SUPPLY:		
* DETACHING MEDICAL(as applicable):		
* DETACHING DENTAL(as applicable):		
* ARRIVING MEDICAL(as applicable):		
* ARRIVING DENTAL(as applicable):		

\* Omit for Inter Departmental Transfers

PRIVACY ACT STATEMENT: AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM UNITED STATE CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS FORM IS TO CHECK PERSONNEL IN AND OUT OF THIS COMMAND AND MAINTAIN A RECORD THEREOF.



**NAVY RECRUITING DISTRICT NEW ORLEANS**  
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**INTER DEPARTMENTAL TRANSFER SHEET**



ADMIN: (Admin Officer and Artiana Black)

Recall roster \_\_\_\_\_

CCC: (MM1 Swan)

CIMS update \_\_\_\_\_

CPC: (PS1 Dixon)

ELEAVE \_\_\_\_\_

SUPPLY:

Cell phone (LS1 Garland) \_\_\_\_\_

Vehicles (Steve Chamberlain) \_\_\_\_\_

TRAINING: (NC1 Martin)

PQS Tracker \_\_\_\_\_

SYSAD: (Boyd Smith)

Computer/Email \_\_\_\_\_

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